Ref : _____

Finance Trading Lab (CYT 409)
Application for Room Reservation

Check the booking schedule at **http://booking.baf.cuhk.edu.hk/**
Please get approval from the Department of Finance (Ms Charlotte Cheng, charlotte.cheng@cuhk.edu.hk)
before submitting this form.
Applicant **MUST** be staff of BA Faculty.
Complete all fields marked with * .
Submit separate forms for more than one room, even for same date(s) and time-slot(s)
Email completed form to any BA Lab staff, or submit the form at the BA Lab office counter (CYT room 406).
Email confirmation will be sent to the applicant and lecturer.
A fee of $3,000 per hour will be charged for courses offered to non-CUHK participants.

*Applicant: _____   *Tel: _____

*Email address: _____

*Course code or purpose: _____   *Class size: _____ (53 seats)

*Name of software to be used: _____

*Activity Type

*Funding Source

			*Cost Centre / Project Code	*Percentage
*1.	Cost Centre	Project Code		
2.	Cost Centre	Project Code		
3.	Cost Centre	Project Code		

Lecturer-in-charge (if applicant is not the lecturer): _____

Email address: _____   Tel: _____

*Date(s) of reservation: *Please fill in month(s) and date(s) below*

Month: _____	Month: _____	Month: _____	Month: _____
Day	Day	Day	Day
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Time-slots(s):

(1) 08:30 – 09:15   (4) 11:30 – 12:15   (7) 14:30 – 15:15   (10) 17:30 – 18:15
(2) 09:30 – 10:15   (5) 12:30 – 13:15   (8) 15:30 – 16:15   (11) AFTER 18:30
(3) 10:30 – 11:15   (6) 13:30 – 14:15   (9) 16:30 – 17:15

Remarks: _____ (e.g. disable internet)

For Office use only : Processed by : _____ on _____